



The KYC Registry

How to subscribe to The KYC Registry  
as a Supervised Financial Institution  
that is not connected to SWIFT?

# Introduction

Version 3.0 of The KYC Registry will enable Supervised Financial Institutions that are not connected to SWIFT to join the platform as contributors of KYC data.

Non-connected Financial Institutions will not be able to consume KYC data provided by other banks. Their right to use The KYC Registry will be restricted to the publication of their own KYC data only.

Existing KYC Registry members will be able to add all subsidiaries that are Supervised Financial Institutions but do not have their own BIC to the platform.

In addition, any other independent Supervised Financial Institutions that are not connected to SWIFT may now also join The KYC Registry. Their subscription must be supported by a SWIFT-connected institution that intends to exchange KYC data with them via the platform.

All institutions that are not connected to SWIFT and intend to subscribe to The KYC Registry must first apply for a non-connected Bank Identification Code (BIC). Once the non-connected BIC has been issued, the respective institution can subscribe to The KYC Registry via the procedures described below.

## Procedures

### 1. Subscription process for non-SWIFT-connected subsidiaries of existing KYC Registry customers

The addition of a non-SWIFT-connected Supervised Financial Institution as a subsidiary to an existing KYC Group is a 4-steps process:



1. The existing KYC customer (Bank A) first needs to request a non-connected BIC for its subsidiary (Bank B) using the [Register a non-connected BIC e-form\\*](#).  
If the subsidiary (Bank B) already has a non-connected BIC, the parent institution (Bank A) must be the official owner or manager of this BIC (more information on the way to own/manage a non-connected BIC can be found [here](#)).
2. Once the non-connected BIC has been allocated, the existing customer (Bank A) can add its subsidiary (Bank B) to its KYC Group by filling a [KYC change configuration e-form\\*](#).
3. SWIFT will then process the application and change the KYC Group configuration as requested by the customer.  
Upon completion of this process, the subsidiary (Bank B) will be required to contribute the 1<sup>st</sup> baseline folder category “Identification of Customer”.  
Non-SWIFT-connected entities with the folder category “Identification of Customer” not published will remain invisible to the rest of the KYC community.
4. SWIFT will validate the “Identification of Customer” category and verify that Bank B meets the eligibility criteria for the SWIFT User category “Supervised Financial Institution”.  
Upon successful validation of the eligibility criteria and of the KYC data inputted into “Identification of Customer”, SWIFT will publish this folder category and make the subsidiary (Bank B) visible to all other members of The KYC Registry.

The subsidiary (Bank B) can now add further KYC data and documents into the folder categories 2 – 5 and can accept access requests and make its data available to other members of the platform.

(\* ) Note: the person filling in the e-form must have access to the ordering application on [www.swift.com](http://www.swift.com).

## 2. Subscription process for non-SWIFT-connected independent Financial Institutions

The subscription process for non-SWIFT-connected independent Financial Institutions is similar to the one described above. However, it includes two additional requirements: The registration of a “new organisation” to SWIFT, and the provision of a [Recommendation Letter](#) issued by an existing customer of The KYC Registry.



1. The independent Financial Institution (Bank C) needs to be registered as an organisation at SWIFT using the [Register a new organisation](#) e-form\*.
2. Following the successful registration of the organisation, the institution must request the allocation of a non-connected BIC throughout the [Register a non-connected BIC](#) e-form\*.
3. The independent Financial Institution (Bank C) will now be able to complete the [KYC subscription](#) e-form\*.
4. SWIFT will confirm receipt of the application to join The KYC Registry and will ask for a [Recommendation Letter](#) to support the application. The Recommendation Letter needs to be issued by an institution that is connected to SWIFT and intends to exchange KYC data with the independent Financial Institution (Bank C) via the platform.
5. Upon receipt of all documentation, SWIFT will process the application and request that the independent Financial Institution (Bank C) now contributes the 1<sup>st</sup> baseline folder category “Identification of Customer”.
6. SWIFT will validate the “Identification of Customer” category and verify that Bank C meets the eligibility criteria for the SWIFT User category “Supervised Financial Institution”. Upon successful validation of the eligibility criteria and of the KYC data inputted into “Identification of Customer”, SWIFT will publish this folder category and make the independent Financial Institution (Bank C) visible to all other members of The KYC Registry.

The independent Financial Institution (Bank C) can now add further KYC data and documents into the folder categories 2 – 5 and can accept access requests and make its data available to other members of the platform.

(\*) Note: the person filling in the e-form must have access to the ordering application on [www.swift.com](http://www.swift.com).

# Legal Notices

## Copyright

SWIFT © 2017. All rights reserved.

## Restricted Distribution

Do not distribute this publication outside your organisation unless your subscription or order expressly grants you that right, in which case ensure you comply with any other applicable conditions.

## Disclaimer

The information in this publication may change from time to time. You must always refer to the latest available version.

## Translations

The English version of SWIFT documentation is the only official and binding version.

## Trademarks

SWIFT is the trade name of S.W.I.F.T. SCRL. The following are registered trademarks of SWIFT: the SWIFT logo, SWIFT, SWIFTNet, Accord, Sibos, 3SKey, Innotribe, the Standards Forum logo, MyStandards, and SWIFT Institute. Other product, service, or company names in this publication are trade names, trademarks, or registered trademarks of their respective owners.